

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>107</b>
			<b>Original Date</b>	<b>10/10/1984</b>
	<b>Department: Administration</b>		<b>Revised Date</b>	<b>04/28/2016</b>
	<b>Solicitation</b>			

### **POLICY:**

The Superintendent or Director of Support Services must authorize any sales representatives who wish to solicit items directly to staff or residents on Center grounds.

### **PROCEDURE:**

Salespersons representing vendors whose products could be used in conduct of State business are exempted from this policy.

#### **1. Salespersons:**

- A. All salespersons will report to the administrative office upon their arrival at the facility.
- B. Prior arrangements must be made by sales representatives to talk with employees during breaks and off duty hours. This arrangement will be made in advance of the date that the salesperson will be at the facility.
  - 1) Sales representatives are allowed to sell items to staff only when associated with benefit packages already offered and approved by the State.
- C. Salespersons will not be allowed to roam the facility and contact employees. Any salesperson encountered roaming the facility will be informed of this policy and if the situation occurs again, will be asked to leave the campus.

#### **2. Employees:**

- A. Employee to employee sales transactions are to be done during breaks and off duty hours.
- B. Employee personal transactions with sales persons will be limited to employee breaks and off duty hours and must be conducted in the employee break areas.